

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES  
BOARD MEETING MINUTES

The Caswell County Department of Social Services held its monthly meeting on January 21, 2014 at 9:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Jeremiah Jefferies, Chairman; Mr. Larry Hamlett; Ms. Marylene McCain; Mr. Kenneth Travis; Mr. David Owen; Mrs. Debbie Rascoe, Administrative Assistant and Ms. Dianne Moorefield, Secretary to the Board.

Mr. Jefferies called the meeting to Order at 9:00 a.m. The Agenda for the meeting was approved upon a motion by Ms. McCain and second by Mr. Owen. Minutes of the meeting held December 17, 2013 were reviewed and approved upon a motion by Mr. Hamlett and second by Ms. McCain. There was no public address to the Board.

Budget Amendment #7 was reviewed and approved upon a motion by Mr. Owen and second by Ms. McCain. This Amendment included an additional CP&L allocation of \$439.98; an adjustment to reflect our total allocation of LIEAP funds in the amount of \$150,956.00 and a State required reversion of 100% Day Care funds in the amount of \$100,000.00.

Board Members were informed of the receipt of \$18,588.00 in Duke Energy/Progress Energy merger funds to assist low income, former CP&L customers with a variety of needed services. These funds allow for a wider range of services to be provided and will be used primarily for services not covered under the CIP program.

Information on a grant from Volunteers of America was shared with Board Members. This will provide Supportive Services for Veterans and their Families in Caswell County. Our agency will help to identify eligible recipients and promote service delivery.

An update was provided on the status of NCFAST and the federal mandate to process all overdue FNS applications and recertifications. If the mandate is not met the State could lose \$88 million in federal revenue. Board Members were advised that we currently have 6 of these cases on the list due to system issues that will not allow us to remove/process them. It was noted that all eligible clients have received their benefits and those pending are either duplicate cases needing to be removed or they are currently ineligible awaiting required assessments. Statewide there are thousands of these pending cases.

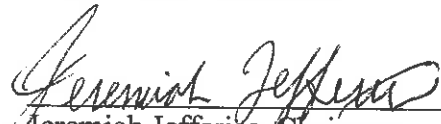
Board Members were informed that 75% federal administrative funding may become available to counties for work activities completed in the NCFAST system. This is an incentive for counties to utilize the NCFAST system for eligible tasks. Issues remain, however, in the system's functionality. Board Members were also informed that we have one "on-site support" person assigned to our agency by the state to assist with NCFAST issues.

Supervisors attended the meeting and reported on work within their respective units.

The next regularly scheduled meeting of the Social Services Board was scheduled for February 18, 2014 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Upon a motion by Ms. McCain and second by Mr. Hamlett, the meeting of the Social Services Board was adjourned at 9:45 a.m.

Respectfully Submitted,

  
Jeremiah Jefferies, Chairman

2/18/14  
Date

  
Dianne C. Moorefield, Secretary

2/25/14  
Date

**BUDGET AMENDMENT #****8****DSS**

2/5/2014

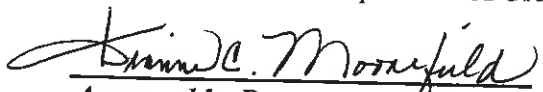
Be it ordained, the FY 2013-2014 Annual Budget ordinance is hereby amended as follows:

<b><i>Expenditures: Increase/(Decrease)</i></b>	<b><i>Account Code</i></b>	<b><i>Prior Total Funding Authorization</i></b>	<b><i>Additional Allocation Increase/ Decrease</i></b>	<b><i>Amended Balance</i></b>
C P & L Energy Assistance	100.5480.499.100	4,350	\$ 436.00	\$4,786.00
<b><i>Total Expenditures</i></b>			<b>\$436</b>	<b>\$0.00</b>

<b><i>Revenues: Increase/(Decrease)</i></b>	<b><i>Account Code</i></b>		<b><i>Increase/ (Decrease)</i></b>	<b><i>Balance</i></b>
DSS/Admin WCA	100.3538.360.000	1,818,579	\$436	\$1,819,015
<b><i>Total Revenues</i></b>			<b>\$436</b>	

*Justification: To budget allocation changes by the NC Department of Health & Human Services as authorized by state funding authorization.*

That all Ordinances or portions of Ordinances in conflict are hereby repealed.

  
**Approved by Department of Social Services Director**

2/10/14  
Date

**Approved by Department of Social Services Board**

\_\_\_\_\_  
Date

Paula Seamster, Clerk to the Board  
**Approved by Caswell County Board of Commissioners**

\_\_\_\_\_  
Date

# Caswell County Department of Social Services

## Adult Services Board Report

February 18, 2014

### ***Programs:***

	January 2013	January 2014
<b>Adult Protective Services</b>		
Number of Reports Received	8	8
Number of Reports Accepted	8	7
Number of Reports for Outreach	0	0
Number Referrals to AHS/DFS/Other Services	0	1

### **Adult Care Homes/Adult Home Specialist**

Number of Adult Care Homes	27	27
Number of Adult Care Homes Monitored	3	8
Number of Complaints Received	2	1

### **Guardianship Services**

Number of Active Cases	19	23
Number of New Cases	1	0
Number of Terminated Cases	2	0

### **Multidisciplinary Evaluations**

Number of Requests Received	3	2
Number of Evaluation completed	3	3

### **Individual and Family Adjustment Services-Representative Payee**

Number of Active Cases	20	23
Number of New Cases	0	0
Number of Cases Terminated	1	0

### **State/County Special Assistance In-Home (10 Slots)**

Number of Active Cases	10	10
Number of New Cases	0	0
Number of Terminated Cases	0	0
Number of Pending Cases	0	0

**In-Home Aide Services**

**January 2013**

**January 2014**

Number of Active Cases	8	6
Number of New Cases	0	0
Number of Terminated Cases	0	0

**Transportation Services**

Number of Clients Served	188	150
Number of Trips Provided	831	959

Transportation Costs compared to January 2013 and January 2014

	2013	2014
EDTAP	\$820.80	\$1,004.15
TTAP (5310)	\$510.15	\$0.00
Medicaid	\$11,363.40	\$12,239.82
Totals	\$12,694.35	\$13,243.97

This reflects an increase of \$549.62 from the previous year.

***Hearings (Local Appeal Hearing &  
Administrative Disqualification Hearing):***

	<b>January 2013</b>	<b>January 2014</b>
Number of Requests Received	1	0
Local Appeal Hearing	1	0
Administrative Disqualification Hearing	0	0
Number of Hearings Conducted	0	0
Local Appeal Hearing	0	0
Administrative Disqualification Hearing	0	0

Respectfully submitted by Lisa H. Anderson  
Adult Services Supervisor  
February 10, 2014

# SOCIAL SERVICES BOARD MEETING

February 18, 2014

- I. Overdue Application Report for January 2014- two in NCFAST  
Overdue Application Report for January – 2014 One in EIS

II. Medicaid Eligibility

February - 2013	February - 2014
Open Cases – 3,981	Open Cases – 4,191
Open People – 4,728	Open People – 4,902
Authorized People – 4,651	Authorized People – 4,899

III. North Carolina Health Choice

February - 2013	February - 2014
Open Cases – 214	Open Cases - 131
Authorized People – 311	Authorized People - 184

IV. SA (REST HOME)

February – 2013

February – 2014

Authorized People – 93

Authorized People - 94

V. Application, Reviews and Changes

	January - 2013	January- 2014
Applications Taken	222	135
Applications Approved	141	88
Applications Denied	75	54
Applications Withdrawn	5	3
Reviews	403	188
Total Changes	1,358	820
Terminated	139	57

VI. AFDC-EA: CASWELL COUNTY DSS DIDN'T SERVED **0** FAMILIES FROM THE  
EMERGENCY DURING THE MONTH OF December 2013 totaling **\$0.00**

**VII. REPORT CARD – January - 2013**

We are at 100% total for all programs: MAD – 100%, AAF – 100% MAA – 100%,  
MQB– 100% MAF – 100% MIC – 100%, MPW – 100%, NCHC 100 %

**REPORT CARD – January - 2014**

We were at 100% total in all programs: MAD - 100%, AAF – 100%, MAA – 100%  
MQB - 100%, MAF – 100%, MIC – 100%, MPW – 100% AND NCHC –100%

**VIII. Cost Calculation Report for the Month of December 2013 County Share -  
\$ 00.00**

**Cost Calculation Report for the Month of December 2012 County Share -  
\$ 21.70**

**IX. All Eligibility Workers continue to Cross Train as Universal Workers for NC FAST,  
Work Support Strategies, and the Affordable Care Act and Open Enrollment which  
Began November 2013**

**Mary Harrelson, Supervisor IMSII**

**February 10, 2014**

**CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD REPORT**  
**ECONOMIC INDEPENDENCE UNIT**  
**FEBRURAY 19, 2014**

**WORK FIRST EMPLOYMENT SERVICES:**

Employment Services staff have received no request for an extension of the 24-month local time clock for Work First Cash Assistance since the last Board Meeting.

• **Monthly AFDC/WFFA Case Profile Summary Comparison:**

	<b>February 2014</b>	<b>February 2013</b>
Total # WFFA Cases	50	54
Caseload Increase/Decrease From Previous Month	(+1) 49	(-2) 52
Child Only Cases	42 (84.00%)	43 (79.63%)
Single-Parent Cases	8 (16.00%)	11 (20.37%)
Cases Receiving Extension of Benefits	0	0
Average WFFA Payment	\$207.10	\$201.19

• **WFES / Pay After Performance/ Two-Parent Case Comparison:**

	<b>February 2014</b>	<b>February 2013</b>
Total # 2-Parent Households	0	0
Caseload Increase/Decrease From Previous Month	(-0-) 0	(0) 0
Benefit Diversion Cases	0	0
Non-Able Bodied Cases	0	0
Cases Meeting Work Requirement	0	1
Cases Not Meeting Work Requirement	0	0
New Application for Assistance	0	0
Average WFFA Payment	\$0.00	\$0.00

*Please see reverse for Page 2*



**CHILD SUPPORT ENFORCEMENT:**

- **Collection Information Comparison** for the Caswell County IV-D Unit:

	<b>January 2014</b>	<b>January 2013</b>
Net Current Month Collections	\$135,829.08	\$140,103.62
Monthly Collection Goal	\$157,603.81	\$157,603.81
Net Previous Month Collections	\$140,913.10	\$151,185.51
Net YTD Collections	\$981,925.08	\$1,035,077.57
Collections Goal for the Year	\$1,899,737.00	\$1,891,245.70
Percentage of Goal Met YTD	51.69%	57.73%
Target Percentage of Goal Met YTD	(7 mo.) 58.33%	[7 mo.] 58.33%

- **Child Support Enforcement Court Activity Report:**

	<b>January 2014</b>	<b>January 2013</b>
Number of Cases Scheduled/Heard	35/34	
New Orders for Support Entered	2	
New Current Support Payments	\$237.00	<b>NO IV-D COURT</b>
New Frequencies Toward Arrears	1	<b>FOR THE MONTH</b>
New Frequency Payments	\$25.00	<b>OF JANUARY</b>
Orders for Arrest	0	
Jail Sentences	0	
Purge Amounts	\$0	
Total Payments Collected in Court	\$313.30	
New Paternity Cases Established	0	
Number of Modifications Heard	11	

**CHILD CARE SUBSIDY:**

- **Comparative Summary of Child Care Subsidy Expenditures (CCDF, Smart Start & TANF):**

<b>December Service Month Paid in January</b>	<b>2013/2014</b>	<b>2012/2013</b>
Total Monthly Payment Amount	\$39,581.25	\$45,091.60
Monthly Unduplicated Child Count	116	126
Total Year-to-Date Expenditures	\$293,648.15	\$369,517.05
YTD Unduplicated Child Count	155	206
Total Allocation Available to Date	\$556,631.00	\$649,193.00
Traditional Spending Coefficient (7 mo.)	90.44%	91.58%

### **Child Care Subsidy Waiting List**

The waiting list implemented on February 24, 2010 remains in effect at this time. We will be closely monitoring the funding available and the spending trends in the hopes of lifting the waiting list when it becomes feasible for us to do so. We also review our spending monthly with the Division of Child Development Subsidy Services Consultant, Belinda Thomas. As of February 10, 2014 we have 47-children on the waiting list.

**Submitted by: Tonya Breedlove    February 10, 2014**

**Social Services Board Meeting**  
**February 18<sup>th</sup>, 2014**

**EBT Issuance:**

January 2014

Issuance	\$586,844
Cases	2622
Individuals	5090

January 2013

<i>Issuance</i>	<i>\$574,158</i>
<i>Cases</i>	<i>2593</i>
<i>Individuals</i>	<i>5037</i>

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**Workload Report:**

January 2014

Applications taken	161
Applications approved	157
Applications denied	10
Overdue applications	0
Redeterminations	284

January 2013

<i>Applications taken</i>	<i>110</i>
<i>Applications approved</i>	<i>103</i>
<i>Applications denied</i>	<i>9</i>
<i>Overdue applications</i>	<i>0</i>
<i>Redeterminations</i>	<i>340</i>

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**Fraud Report:**

January 2014 FNS recoupments \$1,642

January 2013 FNS recoupments \$1,930

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**Crisis Intervention Program (CIP) Report:**

**LIEAP**

July 1, 2013 thru June 30, 2014

New allocations	\$0
Total allocations to date	\$100,421
Total CIP money used – January	\$17,305.80
Available balance to date	\$30,659.83
Applications approved	462 – January 105
Applications denied	10 – January 0

New Allocations	\$0
Total Allocations	\$150,956
Available Balance	\$18,556
Applications Pending	8
Applications Approved	539
Applications Denied	28

Respectfully submitted,  
Jennifer Holt  
Income Maintenance Supervisor II

# Report to the Caswell County DSS Board Child Protective Services Report for January 2014

## CPS Family & Investigative Assessments

	Jan 2014	Jan 2013
1.Total Number of Reports Accepted for Investigation	20	25
2.Total Number of Reports Screened Out	5	4
3.Total Number of Reports Referred to other Jurisdictions	0	0
4.Total Number of Treatment Cases Transferred In	1	2
5.Total Number of Intercounty Investigations	0	0
6.Total Number of Courtesy Interviews/Assists	2	3
7.Total Number of Open Investigative and Family Assessments on the Last Day of the Month	23	33
8.Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month	4	7
9.Total Number of Malicious Reports Received	0	0

## Other Department Information

- The Child Protective Services Unit continues to be short staffed due to vacant positions.
- CCPT meeting will be held February 25, 2014 at 8:30 at the Caswell County Health Department Lower Level.

Prepared by:  
 Racquel Hughes  
 Child Welfare Supervisor  
 February 10, 2014

**Board Report**  
**February 18, 2014**

- During the month of January 2014 we had no new children to enter or exit care.

<b>Work Load Report</b>	<b>January 2014</b>	<b>January 2013</b>
<b>Children in DSS Custody</b>	<b>10</b>	<b>10</b>
<b>Foster Care Services for children in custody of another state/county</b>	<b>0</b>	<b>0</b>
<b>Licensure of foster and adoptive homes</b>	<b>1</b>	<b>0</b>
<b>Adoption Assessments</b>	<b>2</b>	<b>0</b>
<b>Home studies for other Courts</b>	<b>2</b>	<b>4</b>
<b>Supervision of foster homes</b>	<b>4</b>	<b>4</b>

**Training:**

Child Placement Staff did not attend any training during the month of January.

**Child and Family Services:**

The agency has begun preparation for a new MAPP class; the state now mandates for MAPP-GPS Leaders to have *Partnering for Safety and Permanence: Model Approach to Partnerships in Parenting (PS-MAPP) Leader Update Certification Training* this three-day event for Certified MAPP-GPS Leaders. This training is designed to provide Certified MAPP-GPS Leaders an opportunity to review and discuss the similarities and differences in the format and activities when comparing MAPP-GPS and PS-MAPP. Critical activities in PS-MAPP are practiced and participants will have an opportunity to assess their strengths and needs associated with implementing the changes reflected in the content of the PS-MAPP curriculum. Trainer and agency considerations to assure success when transitioning from MAPP-GPS to PS-MAPP are identified.

There is limited times the course is offered, Social Worker, Lucinda Wilson, and Social Worker, Lisa Barnett, has registered for class, being first of February (4<sup>th</sup> – 6<sup>th</sup>). The training was canceled due to instructor was out sick, training has not been reschedule. As soon as the workers can receive training we will proceed with a MAPP class for families in our county.

Prepared By: Racquel Hughes  
Child Placement Supervisor  
February 10, 2014